

### **Computer Requirements for Students:**

- 2.0 GHz with 4.0 GB RAM
- Internet Explorer 11, Microsoft Edge, the latest version of Google Chrome or the latest version of Firefox
- Webcam
- Microphone
- Speakers / Headphones / Ear Buds
- Ethernet cable internet recommended (Wi-Fi if ethernet not available)
- Internet connection will need to support a minimum of 50-100 mbs download speed and 15-25 mbs upload speed however personal network speed may vary (speedtest.net)

*Tablets have not been tested and may not be compatible.*

To Check your system compatibility: <https://www.whatismybrowser.com/>

**Please be advised that physical course materials are no longer provided or included in the course price. You will receive a PDF copy via email upon registration which can be printed at your convenience. If you would like to purchase a physical printed copy of the material, please send a request to [info@sasktrucking.com](mailto:info@sasktrucking.com) at least 7 days before the course start date. Electronic versions will be sent out via email at no charge.**

## Behavior and Performance expectations in the classroom (Distance Learning) and (Classroom)

### Code of Conduct:

#### **Acceptable and expected behavior**

All participants must:

- Demonstrate honesty and integrity
- Respect the differences in people, their ideas, and opinions.
- Treat one another with respect and dignity.
- Demonstrate respect for others especially those in positions of authority such as Facilitators and Administration staff.
- Respect the need of others to work in an environment that is conducive learning and teaching in an online setting
- Respect the personal information and privacy of others
- Be active and engaged participants in the learning program
- Obey directions from teaching and administrative staff

#### **Unacceptable behavior**

- Engage in bullying or aggressive behavior
- Threaten or intimidate others
- Engage in behaviors motivated by hate or bias
- Create a disturbance with interrupts or disquiets the proceedings of the classroom virtual or in person.
- Misrepresent an identity or assume the identity of another or supply false or manufactured credentials for acceptance into programs, workshops, or classes. In

addition, all students must not. Write, use, send, download, or display any information that is hostile, insulting to others, obscene, threatening, or otherwise offensive.

- Engage in any of the following acts of academic misconduct: *Cheating*: The act or attempted act of deception, in which a participant falsely represents that he or she has learned information in an academic exercise including unauthorized collaboration with others. *Plagiarism*: Representing the words, data, or ideas of another as one's own in any academic exercise. *Collusion*: Intentionally or knowingly helping or attempting to help another commit academic misconduct such as substituting for a test or completing an assignment for someone else. Collaborating with others while taking online tests or similar summative evaluation.

Students can expect that:

- Appropriate and progressive discipline will result when rules are violated